



U.S. Department of Justice

Federal Bureau of Prisons

*Medium Security Institution*

*Beaumont, Texas 77720-6045*

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# INSTITUTION SUPPLEMENT

OPI: CPD

NUMBER: BMM 5267.07C

DATE: June 20, 2005

SUBJECT: Visiting Regulations

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1. PURPOSE AND SCOPE: To establish local procedures for inmate visitation operations at the Medium Security Institution, Beaumont, Texas. Visitation helps maintain the morale of inmates, while strengthening relationships between inmates and family members, and others in the community.
2. PROGRAM OBJECTIVES: The expected results of this supplement are:
  - a. Meaningful visits between inmates, family, relatives, friends, and community groups shall be conducted in an efficient and courteous manner.
  - b. The safety of visitors, inmates, and staff shall be maintained.
  - c. Visits which interfere with the security and good order of the institution shall be terminated or denied.
3. DIRECTIVES AFFECTED:
  - a. Directives Rescinded: BMM 5267.07B, Visiting Regulations, dated June 20, 2004.
  - b. Directives Referenced:
    - P.S. 5267.07 Visiting Regulations (04/14/03)
    - P.S. 5270.07 Inmate Discipline and Special Housing Units (12/29/87)
    - P.S. 5500.11 Correctional Services Manual (10/10/03)
    - P.S. 5510.09 Searching, Detaining, or Arresting Persons Other Than Inmates (03/06/98)
    - P.S. 5521.05 Searches of Housing Units, Inmates, and Inmate Work Areas (06/30/97)
    - P.S. 1315.06 Inmate Legal Activities (03/03/97)

4. STANDARDS REFERENCED: American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4261, 4-4448, 4-4499-1, 4-4500, 4-4285, 4-4503, and 4-4504.
5. VISITING HOURS: Social visits are to be scheduled on Thursday, Friday, Saturday, Sunday, Monday, and holidays from 8:00 a.m. to 3:00 p.m. Processing of visitors will begin at 8:00 a.m. To ensure adequate visiting time, no visitors will be processed into the institution after 1:00 p.m.
6. NUMBER OF VISITORS: A limit of four (4) adults are permitted to visit an inmate at one time. Visitors under 16 years of age must be accompanied by a responsible parent or guardian. It is not required that the visitor under the age of 16 be related to the inmate being visited.

If for any reason a visitor has to leave the Visiting Room area, the visit is terminated for the day.

Restroom facilities for visitors are located inside the Visiting Room.

7. FREQUENCY OF VISITS: Inmates are restricted to the number of visits they may receive. Each inmate will be allotted (12) points at the beginning of each month to be used as follows:

The inmate will be charged (1) point for each weekday visit and (2) points for each weekend or holiday visit.

- a. Law enforcement interviews or attorney visits will not be counted on the point system. The Special Investigative Supervisor (SIS) will be notified of visits to inmates by law enforcement authorities.
  - b. Inmates requesting additional points beyond 12 must obtain approval from the Associate Warden, through a recommendation by the Unit Team.
8. APPROVED VISITORS: Visits are permitted to those individuals on the inmate's approved visiting list as authorized by the Unit Team. It is the responsibility of the inmate to advise his visitors not to visit prior to receiving notification that they have been authorized as visitors, and to notify the visitor once approval has been granted. Persons attempting to visit who are not on the inmate's approved visiting list will be denied entrance into the institution.

- a. Definitions:

- Immediate Family Members: Immediate family members are defined as mother, father, step-parents, foster parents, brothers, sisters, wife, and children. Inclusion of a common-law wife will require verification of the relationship.

- Other Relatives, Friends and Associates: This includes grandparents, aunts, uncles, in-laws, and cousins. Individuals in this category will ordinarily be granted visiting privileges. Visitation by friends and associates provides a positive and constructive relationship for an inmate. Visiting privileges may be extended to friends and other non-relatives provided the visit does not threaten the safety of the inmate or the security of the institution. The relationship must have been established prior to the inmate's incarceration. In the majority of these cases, a review will be necessary prior to approval by the Unit Manager.

In order to properly control and provide a desirable atmosphere in the visiting area, other relatives, friends, and associates permitted on the inmates approved visiting list will be limited to ten (10).

- Persons with Criminal Records: The existence of an arrest history or criminal record(s) does not necessarily preclude visiting privileges. A careful evaluation should be given as to the nature and extent of the criminal record and history in relation to recent criminal activity. These factors should be weighed against the value of the relationship and security of the institution.
- Ex-Inmates: Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the AW must give prior approval with recommendation from the Unit Team.

Except for immediate family, visitors will not be placed on more than one inmate's approved visiting list.

If a visitor is not on the inmate's approved visiting list, the Lobby Officer will telephonically contact the respective Unit Team to verify if the visitor is authorized to visit. If the Unit Team member cannot be located, the Operations Lieutenant will make the final decision after reviewing the inmate's central file and other pertinent information.

- b. New Commitments: When an approved visiting list is not available, visits for new commitments will be limited to members of their immediate family. A list of immediate family members will be provided to the Unit Team by the inmate, as soon as possible, after arrival to this institution. Ordinarily, members of the immediate family are approved by the Unit Team, after the relationship is verified by the Unit Team. These visitors must have proper identification that would indicate they are members of the inmate's immediate family. A check of the inmate's Pre-sentence Investigation Report, if one is available, may be required.

Each new inmate will be provided copies of the local Visiting Guidelines (Admission & Orientation Handbook) and Visiting List Request form during their first Unit Counselor lecture. The Unit Team is responsible for preparing and placing in the Visiting Room file cabinet the original inmate visiting folder with the "Official Visiting List." Maintenance of

visiting files is the responsibility of the Unit Team.

Amendments to the visiting list will be processed by the Unit Counselors. Inmates desiring a change shall submit an Inmate Request to Staff Member form with the appropriate information. Approved changes will be added to the visiting list.

The Unit Team will request information from "potential visitors" who are not members of the inmate's immediate family, prior to placing the potential visitors on the inmate's approved visiting list. When a background investigation is necessary before approving a visitor, the inmate will be held responsible for having the release authorization form forwarded to the proposed visitor. The inmate is responsible for postage costs for mailing the BP-S309 and BP-S310.

- The top section of the Visiting Information Form (BP-S309) and the Authorization to Release Information Form (BP-S310) must be completed and signed by the inmate who is making the request. The two forms are submitted to the inmate's Unit Team for processing.
- The BP-S310, along with a Request for Conviction Information Form (BP-S311) must be signed and returned to the Unit Team by the proposed visitor prior to any further action concerning the visit. Upon receipt of the authorization form, the Unit Team may then forward the Request for Conviction Information form, along with the release authorization to the appropriate law enforcement agency. The Unit Team will prepare in duplicate, a list of all visitors approved for the regular visiting.

The Unit Team shall notify the inmate of each approval or disapproval of a requested person for his visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit. The Unit Team is responsible for providing the approved visitor with directions for transportation to and from the institution.

9. IDENTIFICATION OF VISITORS: Visitors will not be permitted entry without proper identification. Proper identification may include the following:

- Valid driver's license;
- Passport;
- State identification card;
- Three other forms of identification with full name and signature (e.g., birth certificate), with at least one being a picture identification.

The Operations Lieutenant will be notified in cases involving questionable identification. Proper identification of visitors is required for any visitor 16 years or older.

All visitors entering the Medium will have one of their hands marked with a "black light" stamp

prior to entry into the institution. Likewise, all visitors will have their hand identified using the "black light" lamp prior to being allowed beyond the inside of the Sallyport. Visiting Room staff shall determine at the beginning of each day which hand will be utilized and will advise the Control Center Officer and Front Entrance Officer of the selection. The Front Entrance Officer shall use that hand for all hand stamp identifications for that day. Hand stamps shall be verified by Visiting Room staff prior to departing the Visiting Room, and the Control Room Officer prior to departing the Control Center Sallyport. The Ion Track Narcotics Detection System will be used randomly on visitors prior to entering the secure institution.

10. VISITING RESTRICTIONS AND OVERCROWDING: Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Should it become necessary to curtail or terminate visiting because of overcrowding, the Operations Lieutenant shall be contacted to assess the overcrowding situation.

The Visiting Room Officer will apply the overcrowding rule to those visitors who entered the Visiting Room first based on their sign-in time. Exceptions will be made for visitors who traveled more than one hundred miles.

Visiting Restrictions: Visiting may be restricted to controlled situations, or to more closely supervised visits when there is a reasonable suspicion that the visitor may attempt to introduce contraband, when there has been a prior incident of such introduction or attempted introduction, or when there is any concern, based upon sound correctional judgement, about the visitor presenting a risk to the secure and orderly running of the institution. These restrictions will be approved by the Operations Lieutenant.

Visitor Clothing: An appropriate dress code will be enforced for visitors entering FCC Medium Security Institution, Beaumont, Texas. The following types of clothing are inappropriate for the correctional environment, and therefore are not permitted in the visiting room.

- A. Garments which reveal portions of the upper torso (i.e., halter, midriffs).
- B. Sleeveless garments (i.e., tank tops, spaghetti strap dresses).
- C. Athletic garments (i.e., warm-up suits, sweat pants, sweat shirts).
- D. Spandex garments.
- E. Shorts.
- F. Skirts or dresses above the knee.
- G. Khaki colored clothing.
- H. Fatigues.
- I. See-through garments (able to see skin tones).
- J. Hats, caps, ear-muffs, etc.
- K. Non-prescription sun glasses.
- L. Form-fitting clothing or low-cut/hip hugger pants.

If a visitor's apparel is in question, the Operations Lieutenant will be notified and will make the final

decision.

Visitor's Conduct: Each inmate must assume responsibility for his visitor's conduct. Children should be controlled in consideration of other visiting groups, and not be permitted to wander from the immediate area, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children will result in termination of the visit. This responsibility extends to the visitor's presence anywhere on the Federal Correctional Complex grounds. No one will be permitted to wait in the parking lot or Front Lobby.

Personal Property: Visitors are precluded from bringing animals on institutional grounds with the exception of a dog used to assist visually impaired and audio challenged visitors. Lockers are provided to store items that are prohibited in the visiting area.

Mothers of infant children will be permitted to enter with one (1) small (receiving type) baby blanket, one (1) formula mix (sealed), Two (2) empty baby bottles (plastic), Five (5) diapers (per child and baby wipes ), One (1) serving spoon (plastic), Two (2) jars of baby food (sealed). These items may be carried in a clear, see-through type bag. No other food or drink may be brought into the institution by a visitor.

The following items are not permitted in the Visiting Room and must be stored prior to entry:

- Pager and/or cellular phone
- Recording equipment and/or tapes
- Photography equipment
- Radio and/or tape players
- Personal keys
- Food from outside sources
- Newspapers, magazines, books, etc.
- Tobacco products

Money: Money will not be accepted for deposit into the inmate's account through the Visiting Room. Visitors are allowed to bring a small coin or clutch type purse (clear plastic) into the visiting area. A maximum of twenty (\$20) dollars in increments of \$5 and \$1 dollar bills, quarters, dimes, and/or nickels only will be authorized into the Visiting Room.

Vending Machines: Vending machines are located in the visiting area for use by the visitors. Visitors are permitted to purchase food from the vending machines for themselves and inmates. Inmates are not to handle any money or change, or purchase items from the vending machines. Staff, visitors, nor inmates are not permitted to shake or tip vending machines. Inmate visitors will advise the Visiting Room Staff of vending problems such as brought items that do not fall freely from the rack. The Visiting Room Staff will document the visitors name, phone number, time, date, inmate visited, inmate's number, amount lost and advise the outside vendor for possible reimbursement.

Smoking: The Visiting Area is a non-smoking area.

Medication: Only life supporting medications (as identified on the prescription) are authorized for use in the Visiting Room. Only the quantity that can fit in the small clear bag will be permitted at any one time. All medication will be left at the officer's desk upon arrival to the Visiting Room, excluding heart medication in a pharmacy labeled prescription bottle.

11. PROCEDURES: It is the responsibility of the Visiting Room Officer to ensure that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is required at all times.

Searches: Inmates shall be searched at the beginning and at the end of a visit. All inmates will receive a pat search prior to entrance into the Visiting Room. A visual search will be performed on all inmates prior to leaving the Visiting Room. Searches and shakedowns will be conducted out of view of visitors and in privacy by the Visiting Room Shakedown Officer.

Inmates, under direct visual supervision of the Visiting Room Officer, will utilize the restroom in an area designed for inmate use. Inmates will receive a thorough pat search prior to being allowed to use this restroom and will be under direct staff supervision.

Inmate Dress: All inmates must wear institution issued khakis that are in clean and neat condition. Shirts must be worn and tucked in at all times in the Visiting Room. Inmates will only be allowed to wear institution issued/authorized footwear. Inmates must be properly groomed and no inmate will be allowed into the Visiting Room if his neglect of personal hygiene would offend others.

Commissary Cards: Inmate commissary cards will be presented for identification purposes and maintained in the Visiting Room desk. If the inmate does not have a commissary card, he should report to the Lieutenant's Office before reporting to the Visiting Room. The Visiting Room Staff will identify all inmates prior to any visitors departing at the completion of Visiting Room hours.

Inmate Property: The inmate shall not take anything to the visit except necessary items such as: one pair of prescription glasses, one comb, one wedding band, religious medallion (no stone), authorized religious headgear, and one handkerchief. Necessary legal papers approved by the Unit Team will be permitted only during attorney visits. Legal materials taken into the Visiting Room, or received from attorneys shall be limited to approved attorney visits only in accordance with P.S. 1315.06, Inmate Legal Activities. Documents received from Attorney's must be first approved by the Unit Team. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets may be permitted when authorized, in writing, by the Health Systems Specialist.

Signatures and Documentation: Papers or gifts are not to be exchanged. If there are legal papers to be discussed, the matter must be cleared with the inmate's Unit Team prior to the visit.

Signatures or receipt of legal papers are not permitted except by approval of the Unit Manager. Legal papers should be mailed to the institution in every other case.

12. PHOTO PROJECT: Inmates are permitted to have photographs with visitors during specified times arranged by Visiting Room staff. Specific procedures for inmates to pay for photos are detailed in the Commissary/Trust Fund supplement. All photos taken shall be reviewed by Recreation Staff then forwarded to SIS and the Captain's office prior to distribution to ensure the privacy of other inmates and visitors is protected, and that the security of the institution is not compromised. The camera will not leave the Visiting Room with the inmate photographer. This will limit the possible introduction of contraband inside the secure perimeter.

13. SPECIAL VISITS:

Attorney Visits: Attorney visits, including Paralegal, Clerks, and Legal Assistants shall be conducted in accordance with Program Statement 1315.06, Inmate Legal Activities. Attorney visits will take place in the Visiting Room and will be monitored routinely by the designated Unit Team. Ideally, prior notice from the attorney's firm/office should be requested at least 72 hours in advance due to the limited number of private attorney booths and the necessity to arrange staff supervision. When a short notice visit is unavoidable, Unit Staff shall review the urgency for approval with the Captain and the Unit Team may coordinate the visit.

Consular Visitors: Whenever it has been determined an inmate is a citizen of a foreign country, the Consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even though the inmate may be undergoing disciplinary action. Such visits are arranged and approved by the Executive Assistant.

Law Enforcement Interviews: Ordinarily, the Special Investigative Supervisor (SIS) will approve and coordinate all interviews between law enforcement agencies and inmates. However, in the absence of the SIS, the Captain's designee will assume this function.

Religious Visits: Religious visits will be conducted during regular visiting hours and will be supervised by the Visiting Room Officer. An inmate who requests a pastoral visit with a clergyman will be required to provide the Chaplain with an Inmate Request to Staff Member (Cop-Out). The Chaplain will interview the inmate and explain pastoral visit procedures. The inmate may then accept or decline the visit. Following this interview, the inmate is responsible for providing the Chaplain the telephone number and address of the proposed clergy. Upon entering the institution, a Clergyman must present his/her pastoral credentials, and provide basic personal data for an NCIC check to be completed before the visit is approved. The Chaplain will provide a copy of the "Pastoral Visit Memo" to the Control Center, Front Lobby, Visiting Room Officer, Captain's Office, and the inmate's Unit Team.

Business Visitors: No inmate is permitted to actively engage in a business or profession while incarcerated. An inmate who has engaged in a business or profession prior to commitment is



expected to assign authority for the operation of such business or profession to a person in the community. Even though the inmate has turned over the operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may permit a special visit.

Special visits will be considered where manpower and time permits. Limited visiting may be authorized upon recommendation of the inmate's Unit Manager and approval of the Associate Warden.

14. VISITS TO INMATES NOT IN GENERAL POPULATION:

Hospital Patients: If a determination is made that a visit is to be held in the institution Health Services area, such visits will be subject to availability of staff. The visit will be limited to one hour and no more than two persons may visit at any one time. The Warden may restrict visits because the inmate is suffering from an infectious disease, is in a psychotic or emotional state which makes a visit inadvisable, or is otherwise not in a condition to see visitors. When the Health Systems Specialist recommends denial for a visit for medical or psychiatric reasons, the visitor will be notified by an appropriate Unit Team member, the Health Systems Specialist, or Institution Duty Officer. The Health Systems Specialist or Institution Duty Officer will prepare a memorandum for the inmate's central file through the Unit Manager, outlining the circumstances under which the visit was denied. Ordinarily, Medium security inmates in physical custody of Texas Department of Criminal Justice (TDCJ) may not receive visits from persons in the community. Any exceptions must be coordinated with and receive prior approval from the Warden.

Detention or Disciplinary Segregation Status: Ordinarily, an inmate retains visiting privileges while in detention or segregation status; however, the following restrictions will be applied:

All Special Housing Unit inmates entering the visiting room will be seated by the Visiting Room Officer in the designated area in the Visiting Room. These inmates will be pat searched, restraints removed and scanned with a metal detector.

Visiting for Special Housing Inmates is limited to 1 hour, when there are other SHU inmate visitors waiting.

All Special Housing Unit inmate visiting will end 30 minutes prior to regular visiting hours. SHU inmates will be visually searched, scanned with a metal detector, restrained and escorted back to SHU upon completion of their visits.

Inmates in Administrative Detention or Disciplinary Segregation status will also receive visits on Monday, Thursdays, Fridays, Saturdays and Sundays of each week (8:00 a.m. to 2:30 p.m.) Holiday schedule will be the same as general population inmates with the exception of departing the Visiting Room 30 minutes prior to general population inmates.

15. VISITS BY ATTORNEYS, PARALEGALS, CLERKS, AND LEGAL ASSISTANTS:  
Inmates may receive visits by attorneys, paralegals, clerks, and legal assistants pursuant to P.S. 1315.06.10. through 1315.06.13, Legal Activities, Inmate, and P.S. 5257.07, Visiting Regulations.
- a. The Unit Manager, or designee, is responsible for scheduling legal visits. Scheduling of legal visits shall ordinarily occur 72 hours before the visit to insure availability of a visiting room. Legal visits shall ordinarily be scheduled only during regular visiting hours. Exceptions may be authorized only when the inmate establishes a need exists which cannot be satisfied by other means (e.g., regular or unmonitored telephone call, overnight special mail or courier service). The Warden, Camp Administrator, or Institution Duty Officer must approve such exceptions.
  - b. The Unit Manager, or designee, is responsible for verifying the legal visitor's attorney/legal representative status. Legal Department staff may be contacted for assistance, if necessary.
    - (1) The visiting attorney is responsible for indicating where he/she is licensed, and how that fact may be verified by the Unit Manager. A list of State Bar Association Telephone Numbers is included with this supplement as Attachment A for assistance.
    - (2) Upon arrival for a legal visit, the attorney must fill out the Visiting Attorney **Statement** form (Attachment D to P.S. 1315.06).
    - (3) If the legal visitor is a paralegal or legal assistant, the Unit Manager is responsible for having the Application To Enter Institution As Representative form completed (Attachments E and F to P.S. 1315.06).
  - c. The Unit Manager is responsible for providing the Operations Lieutenant, Control Center, and Front Lobby Officer with a memorandum indicating the identity of the verified legal visitor, as well as the date and time of scheduled legal visit.
  - d. Legal visits shall ordinarily take place in the private rooms within the visiting room. Unit Management staff are responsible for monitoring legal visits during non-normal visiting hours.
  - e. The exchange of legal material between the inmate and attorney/legal representative is generally permitted when first approved by the Unit Team. Upon arriving for the visit, both inmate and visitor shall indicate to staff which material, if any, shall be exchanged during the visit. Staff shall examine all material for contraband and to insure its status as legal material. In accordance with normal procedures, the inmate's person and property shall be searched before returning to the compound. It is the inmate's responsibility to insure any material exchanged is in furtherance of the legal relationship. Violations of this rule may result in disciplinary action.
  - f. Attorneys/legal representatives are expected to display a professional demeanor while visiting. If any suspicious activity occurs during the course of a visit, supervising staff shall contact the Operations Lieutenant, Institution Duty Officer, and Unit Manager. Examples of suspicious activity

include, but are not limited to, excessive physical contact, suspected passage of contraband, and intoxication.

16. RECORDS: The following forms shall be used and maintained in the inmate's visiting folder:

- An Official Inmate Visiting List
- Inmate Visitor Approval/Denial/Removal Form

Official inmate visiting folders shall be maintained in the Front Lobby file cabinet. The records shall be maintained in alphabetical order by the inmate's last name. It will be the responsibility of the Unit Team to make up the original visiting folder on each inmate. It will include the Inmate's Official Visiting List, memorandums concerning special visits, or other documentation that would affect an inmate's visits. The Unit Team will keep these records current at all times and will pull the files of those inmates who leave this institution.

17. ACTION: This supplement shall be filed with P.S. 5267.07, Visiting Regulations. Copies shall be maintained by the Visiting Room, Front Lobby, Institution Duty Officer Briefcase, and shall be made available in the inmate Law Library. Additionally, visiting guidelines will be posted in the visiting waiting area. It is effective upon issuance.
18. ELECTRONIC DRUG DETECTION: Refer to Institution Supplement "Entrance Procedures".
19. INMATES IN HOLDOVER STATUS: Inmates in holdover status will be allowed to visit for one hour once verification has been conducted by reviewing the PSI, prior approval of the visiting list, or the Unit Team verifies immediate family. If no Unit Team has been designated, approval must be attained by the Operations Lieutenant or the IDO.

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Steve Morris, Warden

OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services

ATTACHMENTS:

- A - Pastoral Visit Memorandum
- B - Inmate Personal Property in Visiting Room

**Pastoral Visit Memorandum  
Medium Security Institution  
Beaumont, Texas**

NAME OF INMATE: \_\_\_\_\_ REGISTER NO.: \_\_\_\_\_

UNIT: \_\_\_\_\_ WORK ASSIGNMENT: \_\_\_\_\_

DATE OF VISIT: \_\_\_\_\_ TIME OF VISIT: \_\_\_\_\_

NAME OF CLERGY: \_\_\_\_\_

CHURCH REPRESENTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

This approved Pastoral Visit will take place in the Visiting Room on the regular visitation days and regular hours. No visiting points will be charged to the inmate.

Distribution: Lt.'s Office; Visiting Room Lobby; Visiting Room Officer; Control; Unit Team

## Date: \_\_\_\_\_

[illegible]

**Visiting Room Officer   Printed Name/Signature**